

**Payroll Service Bureau
Operations Calendar**

May 2019

Mon	Tue	Wed	Thu	Fri
		1 Semi-Monthly Employee Pay Day Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 5/10 Wage Pay Day Cycle 1 4/14 - 4/27 Cycle 2 4/15 - 4/28 Cycle 3 4/12 - 4/25	2 Submit April BES Premium Reward Discrepancy Report (PM4405) dated 5/1 required for April Health Care Reconciliation	3
6 Notify PSB of any PMIS Changes affecting 5/10 Pay for Wage Employees Semi-Monthly Salaried Payroll Paperwork Deadline 4/25 - 5/9 PMIS Update Deadline 4/25-5/9	7 Bi-Weekly Wage Payroll Certification Deadline for 5/10 Wage Pay Day Cycle 1 4/14 - 4/27 Cycle 2 4/15 - 4/28 Cycle 3 4/12 - 4/25	8 Distribute 3rd Party Pmt's & Checks to Agy's re: Wage Pay	9 Notify PSB of any PMIS Changes affecting 4/25-5/9 Salaried Employees	10 Semi-Monthly Salaried Payroll Certification Deadline 4/25-5/9 CIPPS Leave Paperwork Deadline 4/25-5/9 Bi-Weekly Wage Employee Pay Day
13	14 Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay	15 CIPPS Leave Keying Deadline - 4/25-5/9 Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 5/24 Wage Pay Day Cycle 1 4/28 - 5/11 Cycle 2 4/29 - 5/12 Cycle 3 4/26 - 5/9	16 Semi-Monthly Employee Pay Day	17
20 Semi-Monthly Salaried Payroll Paperwork Deadline 5/10 - 5/24 PMIS Update Deadline 5/10-5/24 Notify PSB of any PMIS Changes affecting 5/24 Pay for Wage Employees	21 Bi-Weekly Wage Payroll Certification Deadline for 5/24 Wage Pay Day Cycle 1 4/28 - 5/11 Cycle 2 4/29 - 5/12 Cycle 3 4/26 - 5/9	22 Distribute 3rd Party Pmt's & Checks to Agencies re: Wage Pay	23 Notify PSB of any PMIS Changes affecting 5/10-5/24 Salaried Employees	24 Semi-Monthly Payroll Certification Deadline 5/10-5/24 CIPPS Leave Paperwork Deadline 5/10-5/24 Bi-Weekly Wage Employee Pay Day
27 Holiday	28	29 Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 6/7 Wage Pay Day Cycle 1 5/12 - 5/25 Cycle 2 5/13 - 5/26 Cycle 3 5/10 - 5/23	30 CIPPS Leave Keying Deadline - 5/10-5/24	31 April Healthcare Certification Due Semi-Monthly Employee Pay Day

All Agy's have adopted a Cardinal Bi-weekly Payroll Cycle. The Bi-weekly Payroll Cycles are as follows:

Cycle 1	122, 123, 129, 132, 140, 147, 148, 151, 152, 154, 156, 157, 161, 165, 174, 191, 194, 200, 202, 218, 222, 223, 226, 233, 238, 245, 350, 400, 402, 409, 413, 417, 423, 425, 440, 505, 506, 602, 720, 765, 778, 841, 851, 937, 938, 957, 960
Cycle 2	133, 136, 141, 143, 201, 241, 848, 948
Cycle 3	127, 146, 181, 199, 239, 403, 405, 411, 942